

**COUNTY OF LOS ANGELES  
WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES  
REQUEST FOR PROPOSALS (RFP)  
LINKAGES PROGRAM SERVICES  
ADDENDUM TWO**

In accordance with the RFP, Subparagraph 4.4 (County's Right to Amend Request for Proposals), County has the unlimited right to amend this RFP by written addendum at any time before the submission date. As such, this Addendum Two is hereby issued for this RFP to address the following elements:

**PART I (CHANGES TO THE RFP)**

**A. RFP, Subparagraph 7.5 (Proposer's Questions) is revised to extend the due date to submit Questions from March 9, 2017 to March 10, 2017.**

**B. RFP, Subparagraph 7.9.1.11.1.2.11 is added as follows:**

7.9.1.11.1.2.11 Exhibit 24 (Proposed Budget for Linkages Services)

**C. RFP, Subparagraph 7.9.3 (Cost Proposal Format), is deleted in its entirety and is replaced with the following:**

**7.9.3 Cost Proposal Format**

7.9.3.1 The content and sequence of the Cost Proposal must be as follows:

7.9.3.1.1 Cover Page

7.9.3.1.2 Table of Contents

7.9.3.1.3 Section A (Proposed Program Services for Linkages)

7.9.3.1.4 Section B (Proposed Budget)

7.9.3.1.5 Section C (Preference Programs)

**7.9.3.2 Cover Page**

7.9.3.2.1 Identify this part of the proposal as the Cost Proposal and include the RFP title, RFP number and Proposer's name.

### **7.9.3.3 Table of Contents**

7.9.3.3.1 Sequentially list all material included in the Cost Proposal. Proposer shall use references to identify every response in the proposal by using one of the following methods:

7.9.3.3.1.1 Method 1 (for Sections only): Section [Section letter] (Section title) Page [number] (e.g., Section D (Proposer's Quality Control Plan) Page 12).

7.9.3.3.1.2 Method 2 (for Sections with Subsections): Section [Section letter] (Section title) Subsection [Subsection letter] (Subsection title) Page [number] (e.g., Section H (Required Forms and Documentation) Subsection H-2 (Required Documentation) Page 30).

### **7.9.3.4 Section A (Proposed Program Services for Linkages Program)**

7.9.3.4.1 Proposer shall specify its proposed unit rate(s) by completing Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 23 (Proposed Program Services and Site Summary for Linkages Program). The proposed rate(s) shall reflect Proposer's anticipated operating costs to provide the designated Service Units to the designated Clients for the specified Supervisorial District as reflected on the form. Proposer shall adhere to the requirements outlined in Appendix R (Proposed Program Services and Budget Instructions), when completing this form.

7.9.3.4.2 Proposer shall provide the requested information for Linkages Program Services for Fiscal Year 2017-18. Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 23 (Proposed Program Services for Linkages Program) will detail the

estimated number of Clients who will receive Linkages Program Services for a Supervisorial District and the proposed unit rates for these Services.

**7.9.3.5 Section B (Proposed Budget for Linkages Program Services)**

7.9.3.5.1 Proposer shall prepare and submit a budget which outlines Proposer's anticipated costs and funding needed to provide Linkages Program Services for Fiscal Year 2017-18. As such, Proposer shall complete Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 24 (Proposed Budget for Linkages Program Services) in accordance with the requirements outlined in Appendix R (Proposed Program Services and Budget Instructions).

7.9.3.5.2 The Proposer shall submit a Budget narrative that justifies the costs and funding needed to provide Linkage Services for Fiscal Year 2017-18. The Budget shall reflect the costs on Exhibit 24.

**7.9.3.6 Section C (Preference Programs)**

7.9.3.6.1 To apply for any of the Preference Programs, upon receipt of a letter of certification and affirmation from DCBA substantiating Proposer's status as a LSBE, SE and/or DVBE vendor, Proposer shall complete Appendix D (Required Forms and Documentation), Exhibit 7 (Request for Preference Program Consideration). Proposer shall submit the completed Appendix D (Required Forms and Documentation), Exhibit 7 (Request for Preference Program Consideration) and the certification letter from DCBA as part of Section C (Preference Programs) of the proposal.

7.9.3.6.2 Proposer may request certification for multiple Preference Programs with DCBA but only one (1) preference will be applied if Proposer is

determined to be eligible for more than one (1) Preference Program.

**D. RFP, Subparagraph 8.5, Cost Proposal Evaluation Criteria (4,000 maximum points) is deleted in its entirety and replaced with the following:**

**8.5 Cost Proposal Evaluation Criteria (4,000 maximum points)**

**8.5.1 Section A (Proposed Program Services for Linkages Program) – (1,000 maximum points)**

**8.5.1.1 Distribution of Points**

8.5.1.1.1 Proposer shall submit one (1) completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 23 (Proposed Program Services for Linkages Program) forms as indicated in Subparagraph 7.9.3.4 (Section A (Proposed Program Services for Linkages Program)). This one form shall be evaluated and scored based on its completeness to include the requested information on all seven Program Services.

**8.5.1.2 Application of the Preference Program**

8.5.1.2.1 The Preference Program allows Proposer to receive a fifteen percent (15%) reduction from its proposed cost (i.e., Total Proposed Subaward Sums) and such Preference shall not exceed \$150,000. Should one or more Proposers receive DCBA certification for any of the three (3) Preference Programs and qualify to receive the fifteen percent (15%) Preference then the proposed cost submitted will be adjusted by applying this Preference to the Total Proposed Subaward Sums as follows:

8.5.1.2.1.1 County will determine which proposal reflects the lowest Total Proposed Subaward Sums that is submitted by Proposer who meets the minimum mandatory qualifications.

8.5.1.2.1.2 Fifteen percent (15%) of the lowest Total Proposed Subaward Sums will be calculated and that Preference amount will be deducted from the Total Proposed Subaward Sums submitted by all Proposers who request and are granted certification under one of the Preference Programs.

8.5.1.2.2 In no case shall the Preference be combined to exceed fifteen percent (15%) in response to this solicitation (i.e., when Proposer requests and is certified under all of the Preference Programs, only one (1) Preference of fifteen percent (15%) will be applied to Proposer's cost for this criteria).

**8.5.2 Section B (Proposed Budget for Linkages Program Services) – (3,000 maximum points)**

8.5.2.2.1 Proposer shall submit one (1) completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 24 (Proposed Budget for Linkages Program Services) to reflect the total Proposed Budget .The maximum number of possible points will be awarded to the lowest Cost Proposal. The budget will be evaluated based on:

8.5.2.2.1.1 Cost Effectiveness (2,000 Points). Whether the costs are reasonable, accurate and responsive to the services requested in the RFP.

8.5.2.2.1.2 Budget Narrative (1,000 Points): The Proposer will be evaluated on clarity and completeness (include both a formula and justification for all budgeted costs).

## **PART II (CHANGES TO THE APPENDICES OF THE RFP)**

- A. **RFP, APPENDIX D, Required Forms and Documentation, Exhibit 23** (Proposed Program Services for Linkages) is deleted in its entirety and replaced with the attached Exhibit 23 (Proposed Program Services for Linkages).
- B. **RFP, APPENDIX D, Required Forms and Documentation, Exhibit 24** (Proposed Budget for Linkages) is deleted in its entirety and replaced with the attached Exhibit 24 (Proposed Budget for Linkages).
- C. **RFP, APPENDIX R (Instructions)** is deleted in its entirety and replaced with the attached Appendix R (Proposed Program Services and Budget Instructions).